

A G E N D A

**BOARD OF COMMISSIONERS
CITY OF FRANKFORT, KENTUCKY
315 WEST SECOND STREET
FRANKFORT, KY 40601
(502) 875-8500**

**FEBRUARY 20, 2003
5:00 P.M. (EST)**

CONFERENCE ROOM (WORK SESSION):

1. CALL TO ORDER/ROLL CALL

2. CITY MANAGER REPORT:

The City Manager will provide a report on City business and respond to any questions from the Board of Commissioners.

- a. Appointment to Downtown Frankfort, Inc. Board of Directors.
- b. Authorization to locate art pieces on City property - Save the Grand Theatre, Inc.
- c. South Frankfort Community Center Special Task Force Extension.
- d. Tour of Frankfort Plant Board facilities.
- e. Frankfort Plant Board Centrex telephone system.
- f. Community Relations Program\Employee Relations Program.
- g. Employee Satisfaction Survey.

Attachments: (1) Downtown Frankfort, Inc. letter dated 1/25/03.
(2) Save the Grand Theatre, Inc. letter dated 1/25/03.
(3) South Frankfort Task Force letter dated 1/20/03.
(4) Frankfort Plant Board letter dated 1/14/03.
(5) Community Relations\Employee Relations Worksheet dated 2/13/03.
(6) Model Employee Satisfaction Survey dated 2/13/03.

3. SPECIAL PROJECTS REPORT:

The Director of Public Works and other City staff will provide an update on public construction projects in the community.

Attachments: None.

4. DISCUSSION ITEMS:

4.1 Group medical insurance coverages and agent of record services.

Background: A special administrative work session was held at the Frankfort Plant Board Clubhouse on 2/5/03 to formulate a renewal strategy for the comprehensive group medical Program for City employees. This session was facilitated by Mr. Darryl Hofe with Accordia of Kentucky, the third party administrator (TPA) for City medical claims. Mr. Hofe has been working with Finance Director Jimmy Rogers and Personnel Director Brenda Kersey in recent months to address the renewal requirements and to evaluate cost containment and potential benefit enhancements.

As the Board is aware, the City of Frankfort, like numerous public and private employers, is experiencing tremendous increases in insurance premiums for employee medical coverages. The presentation at the work session on 2/17/03 will focus upon the financial requirements to

maintain the current benefit levels as well as to address the policy issues of cost containment and benefit enhancement.

An illustration of the group medical plan renewal document has been prepared by Accordia of Kentucky for Board information. Mr. Darryl Hofe from Accordia of Kentucky will also be in attendance to guide the discussion.

Attachments: "City of Frankfort Medical Plan/2003-2004 Budget Review" dated 2/5/03.

4.2 Rules of Procedure for Meetings of Board of Commissioners.

Background: An ordinance establishing the meeting schedule for the Board of Commissioners is scheduled for Board action on final adoption for 2/20/03. In conjunction with this policy action, the Board has been reviewing their rules of procedure. Any amendments in the meeting schedule would require corresponding modifications to the rules of procedure. General discussion will be directed to the rules of procedure relative to the matter of establishing the Board meeting schedule.

Attachments: Draft Rules of Procedure dated 2/13/03.

5. AGENDA ITEMS SCHEDULED FOR CONSIDERATION

6. DEPARTMENTAL REPORTS

7. CITIZEN COMMENTS

8. OTHER BUSINESS

9. RECESS

COUNCIL CHAMBER:

10. ROLL CALL

MINUTES

February 3, 2003 Work Session; February 6, 2003 Regular Meeting

MAYOR'S REPORT

11. CEREMONIAL ITEMS

11.1 Presentation of the 2002 Downtown Awards from Downtown Frankfort, Inc.

Background: Recently, Downtown Frankfort, Inc. (DFI) established their honorees for the 2002 Downtown Awards. The following awards were promulgated:

2002 Outstanding Enhancement

Marcus Furniture

2002 Outstanding Restoration

American Red Cross

2002 Heart of Frankfort - Arts in Downtown

City of Frankfort Parks & Recreation

Historic Properties

President Jamie Wigglesworth and Executive Director Sheila White from DFI will be in attendance to present the 2002 Downtown Awards.

Attachments: None.

11.2 Presentation of the Signage Requirements for Combined Sewer Overflow Program (CSOP) with the Kentucky Division of Water.

Background: Sewer Director Bill Scalf has proposed a special presentation on the CSOP program to highlight public information and signage for the Frankfort community. The long term control plan required by the Kentucky Division of Water mandated community signage at key locations to inform the public on wet weather combined sewer overflows. This refers to proper signage for CSO designations where the overflow points are visible to the public. The community signage also corresponds to an EPA requirement in the sewer permitting for the City of Frankfort.

No formal action is required by the Board of Commissioners. This is part of the public information program on CSOP and other activities will include newsletters, Channel 10 documentary, public service announcements and other media initiatives.

12. ORDINANCES

12.1 An Ordinance Amending Ordinance No. 5, 2001 Series, Relating to Fixing the Time and Place of the Meetings of the Board of Commissioners.

Purpose: The purpose of this item is to consider an ordinance to designate the meeting schedule for the Board of Commissioners.

Background: This ordinance had its first reading on 2/6/03. If approved, the Board will hold its regular meetings on Monday of the third full week of each calendar month, and the work sessions will be held on Monday of the first full week of each calendar month.

City Manager Comments: In advancing this ordinance, the Board indicated there would be continued discussion on the preferred meeting schedule for Board meetings. This dialogue will be continued at the Board work session on 2/17/03.

Attachments: Ordinance.

13. ORDERS

None.

14. RESOLUTIONS

None.

15. CONSENT CALENDAR

Items on the Consent Calendar are considered to be routine by the Board of Commissioners and will be enacted by one motion and one vote. There will be no separate discussion of these items unless a Commission member so requests, in which event the item will be removed from the Consent Calendar and considered separately. The City Manager will read the items recommended for approval.

15.1 Authorization to Solicit Request for Qualifications/Request for Proposals (RFQ/RFP) for Consulting Engineering Services on a Comprehensive Evaluation of Pump Stations - Sewer Department.

Purpose: The purpose of this item is to authorize the Sewer Department to solicit qualifications from interested engineering firms to begin a comprehensive evaluation of the pump stations owned and maintained by the Department.

Background: Many of the City's pump stations have exceeded their design life and are beginning to experience increased downtime and an associated increase in maintenance costs. Additionally, the control technology of many of these stations is old and in some instances, replacement parts are difficult to obtain and must be special ordered. The Department's telemetering system is utilizing 20-year-old technology and is unreliable, especially during rain events when the system is needed most.

This contract will begin an extensive evaluation of the pump stations starting with the larger stations and make recommendations for upgrades and/or replacements. The evaluations will be comprehensive and will include the pumps, structures, telemetry and controls. In addition, the selected consultant will assist the Department in evaluating the feasibility of eliminating some stations by consolidating pump stations into a regional system of pumps. The Department has identified 4 stations that require immediate replacement due to the age of the station and the inability to obtain replacement parts and the selected firm will prepare bid documents to replace those 4 stations. The selected consultant will also assist the Department in evaluating the impact of new development on the collection system and pump stations. A map is being provided for Board information on the location of the 4 referenced pump stations.

Statements of Qualifications will be accepted until 3/12/03. The top ranked firm will be requested to submit a proposal for the work to be performed. A recommendation of the selected firm will be made to the Board of Commissioners.

The Department currently operates and maintains 51 pump stations. Some of these stations are over 30 years old. Downtime, on some of the stations, is significant and requires increased overtime of the pump maintenance staff to respond, diagnose and repair. The controls on many of the stations are antiquated and replacement parts are difficult to obtain.

City Manager Comments: One of the proposed pump stations to be replaced serves the Kentucky Department of Military Affairs facility located at Boone National Guard Center off U.S. 127. The Kentucky Department of Military Affairs is preparing a master plan for facility expansion and desires to financially contribute to the pump station upgrade and replacement to serve their future needs. A letter has been forwarded to the Sewer Department indicating an intent to contribute an amount not to exceed \$35,000 for the project. I would suggest to the Board that the formal consideration of this contribution be delayed until the final design is completed and cost estimates are prepared.

Recommendation: Approval.

Attachments: Letter from Kentucky Department of Military Affairs dated 1/22/03.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: (502) 875-2448

Email: wscalf@fewpb.com

15.2Sewer Extension Contract with Meyer-Williams Enterprises for Signal Ridge Section C in River Bend Subdivision - Sewer Department.

Purpose: The purpose of this item is to approve a contract with Meyer-Williams Enterprises for Signal Ridge Section C in River Bend Subdivision to accept 407 feet of 8-inch sanitary sewer line, 3 manholes and 5 lots (zoned residential development).

Background: Prior to acceptance of discharge from a development into the municipal sanitary sewer and acceptance of the development's collection by the Department, a contract must be entered into between the developer and the City of Frankfort.

A representative of Meyer-Williams Enterprises has signed the contract. Sanitary sewer plans and specifications have been prepared by Joe Grider, engineer and submitted to the Department for review and approval. The Division of Water has approved the sanitary sewer plans and specifications. Final acceptance is contingent upon completion of the 30-day waiting period for testing after construction is completed.

Recommendation: Approval.

Attachments: Sewer Extension Contract.

Contact Person

Name: William R. Scalf, Jr., P.E.
Title: Director
Department: Sewer
Phone: (502) 875-2448
Email: wscalf@fewpb.com

15.3Personnel.

<u>Personnel Action</u>	<u>Employee</u>	<u>Department</u>	<u>Effective Date</u>	<u>Other</u>
Conditional offer of employment*	George Christopher Quire	Police	02/21/03	Patrol Officer Recruit
Conditional offer of employment*	Derrick Napier	Police	02/21/03	Patrol Officer Recruit
Conditional offer of employment*	Scott Wilcoxson	Police	02/21/03	Patrol Officer Recruit
Conditional offer of employment*	Travis Curtsinger	Police	02/21/03	Patrol Officer Recruit
Transfer	Darrell Hearn	Public Works	02/25/03	From Maintenance Worker, Sanitation, to Maintenance Worker, Streets**
Transfer	Thomas Downey	Public Works	02/25/03	From Maintenance Worker, Sanitation, to Maintenance Worker, Streets**
Transfer	Dean Lickliter	Public Works	02/25/03	From Maintenance Worker, Sanitation, to Maintenance Worker,

				Streets**
Retirement	Robert Calhoun	Public Works	01/31/03	Sanitation Worker I, Authorize payment of 58.5 hours accrued vacation leave
Resignation	Allen Yocum	Sewer	02/10/03	Plant Operator I, Authorize payment of 32 hrs. accrued vacation leave, 20 hrs. accrued holiday leave
Dismissal	Theresa Kendall-Raney	Public Works	02/11/03	(Probationary employee) Office Assistant; no accrued leave.

* Employment is conditioned upon acceptance of conditions of employment and successful completion of physical, psychological, polygraph and drug screen examinations.

** Lateral transfer from sanitation division to street division.

Recommendation: Approval.

Contact Person:

Name: Brenda Kersey
 Title: Personnel Director
 Department: City Manager
 Phone: (502) 875-8500
 E-mail: bkersey@fewpb.com

16. BOARD APPOINTMENTS

17. OLD BUSINESS

17.1 Continuing Engineering Services Agreement with PEH Engineers (subsidiary of Strand Associates) - Sewer Department.

Purpose: The purpose of this item is to consider an increase in the contract amount on the Continuing Engineering Services Agreement with PEH Engineers by \$100,000 from \$150,000 to \$250,000.

Background: During development of the Combined Sewer Overflow (CSO) Long Term Control Plan (LTCP), it was determined that the computer model developed during preparation of the Combined Sewer Overflow Plan (CSOP) in 1995 is outdated and that a new computer model is needed. This model will utilize the information contained in the original computer model but additional information will need to be collected to update the model. The purpose of the model is to forecast overflows during rain events and simulate impacts of the CSO's on the receiving water bodies.

The old computer model was prepared using HydroWorks and the new computer model will be prepared using SWMM, which is the computer model most widely utilized by the Kentucky Division of Water (KDOW) and the United States Environmental Protection Agency (USEPA). In addition, all field data collected for modeling will be gathered in a format compatible with the

Geographic Information System (GIS) currently being developed by the Department.

Upon completion of the model and completion of the Department's GIS, the Department will have the capability of modeling the entire collection system. This will allow the Department to better understand the impacts of system modifications, including adding of new developments.

On 09/17/01, the City of Frankfort entered into a Continuing Engineering Services Agreement with PEH Engineers to provide consulting services associated with preparation of a CSO LTCP. This original contract was in the amount of \$100,000 with a term of service ending on 06/30/02. On 05/09/02, an additional \$50,000 was added to the Agreement. On 05/20/02, the term of service for the Agreement was extended to 06/30/03.

The project is proceeding on schedule and later during the meeting a presentation will be made by PEH Engineers on the status of the public notification requirement of the CSOP. During preparation of the Long Term Control Plan, the Department and PEH Engineers has had numerous meetings with the Kentucky Division of Water. The Kentucky Division of Water agrees with the approach the Department is taking on the Long Term Control Plan and the CSO Program in general.

Financial Analysis: CSO Long Term Control Plan has \$100,000 in 2002-03 Budget.

Recommendation: Approval.

Attachments: None.

Contact Person

Name: William R. Scalf, Jr., PE
Title: Director
Department: Sewer
Phone: (502) 875-2448
Email: wscalf@fewpb.com

17.2 Authorization for Increase in Contract Amount on the Continuing Engineering Services Agreement with Quest Engineers by \$150,000 from \$391,300 to \$541,300 - Sewer Department.

Purpose: The purpose of this item is to authorize an increase in contract amount on the Continuing Engineering Services Agreement with Quest Engineers to initiate consulting services on Basin 3 with a contract allocation of \$150,000.

Background: The Department has completed the evaluation of Sanitary Sewer Basins 1 and 2. The Department needs to begin evaluation of Basin 3 within the next 2 months to meet the schedule submitted to the Kentucky Division of Water (KDOW). During the evaluation process, the data collected will be gathered in a format compatible with the Geographic Information System (GIS) currently being developed by the Department. One of the requirements of our Sanitary Sewer Overflow Plan (SSOP) is to develop a comprehensive mapping system and the GIS development will meet the needs of this requirement.

The evaluation of the collection system will allow the Department to determine system improvements that must be made to reduce the inflow and infiltration into the collection system. Basin 3 currently has 6 documented Sanitary Sewer Overflows (SSO's). Upon completion of the evaluation of Basin 3, the Department will begin a similar process in Basin 4, which currently has 4 documented SSO's. This will complete the evaluation of the collection system on the East Side of Frankfort.

On 03/23/00, the City of Frankfort entered into a Continuing Engineering Services Agreement with Quest Engineers to provide consulting services associated with evaluation of the sanitary sewers and wet weather sanitary sewer overflows. This original contract was in the amount of \$100,000 with a term of service ending on 06/30/01. On 07/05/01, the term of service for the Agreement was extended to 06/30/02. Increases in the contract amount were made on 02/22/01 with an additional \$82,300, on 05/10/01 with an additional \$40,000 and on 01/10/02 with an additional \$150,000.

The project is proceeding on schedule and on 02/17/03 Quest Engineers will present an update on the status of the program at the Board work session. The Department is submitting quarterly and annual reports to KDOW and at this time KDOW is satisfied with the progress of the evaluation.

Financial Analysis: SSO Engineering and SSO Construction has \$250,000 in current budget.

Recommendation: Approval.

Attachments: None.

Contact Person

Name:	William R. Scalf, Jr., PE
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Department:	Sewer
Phone:	(502) 875-2448
Email:	wscalf@fewpb.com

18. NEW BUSINESS

None.

19. CITIZEN COMMENTS (Non-agenda items)

20. COMMISSIONER COMMENTS

21. ADJOURNMENT